

=As corrected for members present=

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF MAY 11, 2009

Members Present: C. Schaefer, B. Clouette, Mayor Paterson (ex officio)

Other Council Members Present: None

Staff Present: M. Hart, J. Smith, C. Trahan, J. Jackman

Guests: None

Meeting to order at 6:02pm.

1. Minutes from 4/11/09 meeting approved as presented
2. Fee Schedule for Fire Marshal Services – John Jackman reviewed his memo regarding the Proposed Fire Marshal Fees. At this time, he is proposing a fee ordinance for plan reviews and certificate of occupancy for new construction, renovations, additions or modernization of buildings or structures. Generally, it applies to everything except one and two family homes. John also informed the committee that he has been serving on the Conn. Fire Prevention Code Advisory Committee. Once the State adopts a Fire Prevention Code, John will come back with a proposed fee schedule for Fire Prevention and Fire Safety. The consensus of the committee was to bring the Fire Marshal Fees to the Council that evening and to propose scheduling a Public Hearing on the same.

3. Cherie Trahan presented the March 31, 2009 Financial Statements. Cherie review the current estimates for FY 2008/09 revenues, expenditures and fund balance. She also gave the status of the Health Insurance Fund and average claims as compared to prior year. Betsy Paterson expressed her appreciation to the Town Manager and the Finance staff for anticipating the revenue shortfall so early on in the year and taking the necessary steps to control expenditures.
4. Audit Services – As the Finance Committee requested, Jeff Smith issued a Request For Proposal for audit services. He contacted the Office of Policy and Management to get a list of the major audit firms in Connecticut who would have the ability to audit the financial operations of our shared services. The RFP was sent to McGladrey Pullen, CCR and Blum, Shapiro. All three submitted proposals and had one hour interviews with a selection committee comprised of staff, Board, and Finance Committee members. All three firms were in the same price range. The committee selected Blum, Shapiro as their recommended audit firm. The committee agreed to move to have the auditor selection added to the Council agenda for the evening.
5. Purchasing Ordinance – Discussion centered around the language in Section 3(C) regarding environmentally responsible purchasing. The Committee agreed to finalize the language for this section at the next meeting.
6. Bond Issue for Storrs Road Improvement Project – Jeff Smith explained that while the local match for the DOT grant for Storrs Road Improvements is in the adopted Capital Budget for 08/09, the funding source is Bonds. As such, it needs to be approved by the Town Council, followed by approval at Town Meeting. If the amount to be bonded was in excess of 1% of the adopted budget, it would require Town Council approval, followed by a Referendum.
7. Other Items –
 - ⇒ Mayor Paterson informed the Committee that CCM has been pushing the State to come to some agreement on municipal aid as soon as possible.
 - ⇒ The Committee agreed to set a Special Town Council meeting to immediately follow the Annual Town Meeting for Budget Adoption. The purpose of this meeting will be to set the mill rate for 2009/10.
 - ⇒ The Communications Advisory Committee has prepared a survey to be handed out at the Annual Town Meeting.

- ⇒ A complete “detail” budget of the Council Adopted budget will be prepared and posted on the website before the Town Meeting

Motions:

Motion was made to accept the April 11, 2009 minutes by Carl Schaefer and seconded by Bruce Clouette. Motion so passed.

Motion was made to accept the March 31, 2009 Financial Statements by Carl Schaefer and seconded by Bruce Clouette. Motion so passed.

Motion was made by Alison Blair and seconded by Bruce Clouette to adjourn. Motion so passed.

8. Adjournment. The meeting adjourned at 6:58pm.

Respectfully Submitted,

Cherie Trahan

Controller/Treasurer